

**LOUISIANA COMMUNITY DEVELOPMENT FINANCIAL INSTITUTION  
APPLICATION PROCEDURES, INSTRUCTIONS, AND GUIDELINES**

The Commissioner of Financial Institutions for the State of Louisiana has determined that the following information is required when making an application as a Louisiana Community Development Financial Institution (LCDFI):

1. An original and one copy of the completed application are to be forwarded to the Office of Financial Institutions.

The applicant may provide additional information in support of this application as it deems appropriate. If additional space is necessary to fully answer any question, additional sheets may be attached to this application. It is the responsibility of the applicant to ensure that the statutory requirements for licensing a Louisiana Community Development Financial Institution (LCDFI) as set out in LSA-R.S. 51:3075, et seq., are satisfied.

The Office of Financial Institutions will refuse to accept an incomplete application. Complete responses to all questions will help expedite the processing of applications. Please refrain from cross-referencing your Business Plan in your responses. All applications will be formally accepted or rejected in writing by the Office of Financial Institutions.

Applications may be amended in writing. Each amendment must clearly note the specific section, page and item being amended. Amendments will be formally accepted or rejected in writing by the Office of Financial Institutions.

2. Each officer/director/controlling person shall complete and submit the following:
  - Interagency Biographical and Financial Report
  - Affidavit of Outstanding Federal, State, or Local Tax Liens
  - Authority to Obtain Information from Outside Sources

Entities currently under the regulatory supervision of the Office of Financial Institutions are not required to submit the above background information for current officers, directors, or controlling person(s). However, background information is required for all proposed person(s) not currently affiliated with the institution.

The Office of Financial Institutions may contact directly, any or all of the officers, directors, or controlling persons of the applicant, individually or collectively, for information regarding this application.

3. Include evidence to support that the applicant is certified as a Community Development Financial Institution by the United States Department of the Treasury.

4. A certified copy of the Resolution of the Board of Directors must be filed with this application which: (A) authorizes submission of the application to the Commissioner on behalf of the corporation, and (B) authorizes payment of all fees charged by the Office of Financial Institutions in processing this application and performing such examinations as required by this application. A sample resolution format is enclosed.
5. Include a Board Resolution that certifies and acknowledges all of the conditions for certification as outlined in LAC 10:XV.1705(A)(1-8) and authorizes the filing of the application.
6. The application fee of \$2,000 is nonrefundable and shall be made payable to the Office of Financial Institutions.
7. Questions pertaining to the completion of this application may be directed to Review Examiner Doug Buras (225) 925-2595.
8. Applications and fees should be mailed or hand delivered to:

| <b><u>Mailing Address</u></b>                                                           |  | <b><u>Physical Address</u></b>                                                                |
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| Office of Financial Institutions<br>Post Office Box 94095<br>Baton Rouge, LA 70804-9095 |  | Office of Financial Institutions<br>8660 United Plaza Blvd, 2nd Floor<br>Baton Rouge LA 70809 |